

**CITY OF SEGUIN**

**RESOLUTION NO. \_\_\_\_\_**

**STATE OF TEXAS**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN, TEXAS,  
ADOPTING A NEW TRAVEL AND EXPENSE REIMBURSEMENT POLICY  
AND DECLARING EFFECTIVE DATE**

**WHEREAS**, the current travel and expense reimbursement policy is outdated and in need of revision to coincide with present IRS regulations; and

**WHEREAS**, some of the current practices are not included in a formal policy; and

**WHEREAS**, rather than making extensive amendments to the current policy, staff has drafted a new policy that incorporates the practices and limitations necessary to make best use of public funds.

**NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Seguin:**

**PART 1.** The City Council hereby approves the attached Travel & Expense Reimbursement Policy for use by all city employees and officials when attending official city business.

**PART 2.** This resolution is in full force and effective immediately from and after its adoption.

**PASSED AND APPROVED**, this 26<sup>th</sup> day of June 2018.

\_\_\_\_\_  
**DON KEIL**  
**Mayor**

ATTEST:

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**Naomi Manski**  
**City Secretary**